

**CONFIDENTIAL**  
(CLASSIFICATION)

104-6303

**OFFICE OF THE DIRECTOR**Action Memorandum No. A-42 5Date 14 September 1964

TO : Director of Training

VIA : Deputy Director/Support

SUBJECT :  Course on Briefing Techniques25X1  
REFERENCE:

We have had just one running of  course for senior officials on briefing techniques. The general consensus was that this was a useful expenditure of time, and the critiques indicated approval on the part of the participants. I believe the Office of Training should assume the initiative for setting up additional briefing courses until all of the senior officials of the Agency have completed it.

(signed) Lyman B. Kirkpatrick

  
Executive Director

LBK:drm

Distribution:

O &amp; 1 - Addressee

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SUSPENSE DATE:

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